

Job Description
Post-Disposition Unit Coordinator
Juvenile Defense Office

The Post-Disposition Unit Coordinator will work during the two year period of the grant to complete objectives tied to the improvement of post-disposition advocacy. The position is accountable to the Project Director for the Smart on Crime Juvenile Defense Improvement Implementation grant.

Specifically, the individual will:

- Ensure all post-disposition goals and objectives of the grant are met, with appropriate deliverables as identified.
- Establish a system of post-disposition legal assistance for youth in the Department of Corrections which can address unmet legal needs, including appeals and civil legal services upon re-entry.
- Establish protocols with the Department of Corrections for orientation of youth about their rights upon entry to DOJ including written materials, signage for contact information, and attorney assistance requests.
- Oversee the work of a paralegal at DOC to provide orientation to youth and to review cases of youth entering DOC for appellate issues and other relief.
- Identify training needs for appellate counsel and work to incorporate these into JTIP training and the annual juvenile defender conference.
- Identify and coordinate appellate work arising from DOC youth and elsewhere with a local legal service provider who can handle the direct appeal.
- Work with the Indiana Bar Association on funding and design of civil legal services for youth re-entering communities after incarceration; establish pilot project for re-entry services if funded.
- Complete project deliverables such as orientation materials, memorandum of agreement with DOC, and others as necessary.
- Complete all reporting requirements as required by the grant for post-disposition goals and objectives.

The Post-Disposition Coordinator is required to be an attorney in good standing licensed in the state of Indiana, with a minimum of two years of appellate and/or other post-dispositional experience in juvenile or criminal defense, possess excellent verbal and written communication skills, and demonstrated skills in collaboration with others. Understanding of and experience

working with juvenile justice issues is critical. Must have reliable transportation and be willing to travel within state.

This position will be contractual at a rate of \$75,000 per year, at a rate of \$50/hour for 1500 hours.

Send Resume and cover letter by November 18, 2016 to:

Amy Karozos, Indiana Public Defender Council

309 W. Washington Street, Suite 401

Indianapolis, Indiana 46204

Or by email to: akarozos@pdc.in.gov